

**VAN COMMUNITY COUNCIL  
CYNGOR CYMUNED Y FAN**

Page | 1      Chair      Councillor Barbara Jones,      Clerk/R.F.O.      John Dilworth  
                  Vice-Chair      Councillor Tony Graham.

Minutes,  
 Council Meeting,  
 Friday, 21<sup>st</sup> June, 2018,  
 Van Community Centre.

Present:	Councillors	Barbara Jones, Fay Gay, Tony Graham, Norma Graham, Pam Nelder, Sheila Newbury, Linda Williams.
In attendance	Clerk/RFO	John Dilworth.
	Gwent Police	CSOs Claire Eyles and Sarah Mey.

**Public, any issues, and limited to ten minutes.**

**Clerk’s advice, Arnold Baker, 9<sup>th</sup> Edition on Access to Council Meetings states:**

*“Many local councils set aside a period when the public can ask questions or even make statements. This is an excellent practice as long as the period is defined, and is clearly understood that the public must not take part at any other time.”*

*It is not a public meeting but a council meeting and legally constituted to discuss published business.*

No members of the public were present.

**36/18 To receive apologies and whether to approve the reason for absence.**

There were apologies received from the following Council member, Cllr Jayne Keable, and the Clerk reported the reason for absence which was accepted.

**37/18 Declarations of interests. To receive disclosures of personal interests from Members in and subject matters that their interest relates to and signify the nature of the personal interest accordance with the Code of Conduct (Note: Members are requested to give written notice of the item number).**

Signed:.....

19<sup>th</sup> July, 2018

Clerk’s advice: Longfield Parish Council v Wright (1918), item not on the agenda. Council may discuss but may not make a decision.

**Chairman read the following statement.**

**Members are referred to, and shall observe, the provisions of the Van Council's Code of Conduct. If a Councillor has a Disclosable Prejudicial Interest he/she must, unless a dispensation has been granted, withdraw from the meeting room and take no part in the discussion or vote and it shall be incumbent upon members who know of that interest to disclose it to the meeting and if another member present believes that there may be a conflict of interest with another member(s) present they should notify the meeting of this fact. This in order that the potential interest is clarified before the meeting proceeds.**

The following declarations of interest were made by the Clerk:

**Item 18**, Barring form St James Primary School by the Head Teacher, Mrs. Nikki Dargie. Clerk left the meeting and the room.

**Item 28**, Hours worked over the contracted number and salary reviews for April 1<sup>st</sup>, 2017 and April 1<sup>st</sup>, 2018, delegated to the Employment Committee. Clerk left the meeting and the room.

**Item 13 iii** Cllrs Barbara Jones, Chair, and Tony Graham, Vice-Chair, declared interests in the grant application by the St James Primary School PFA, governors. Both members left the meeting and the room during deliberations on the grant application (The meeting was Chaired, for this item only, by Cllr Sheila Newbury).

**Item 13 iii** Cllr Pam Nelder declared an interest in the grant application for the Van Community Centre, Chair of the Management Committee, and left the meeting and the room.

38/18. **Police matters.**

The Engagement Day, Saturday 30<sup>th</sup> June, '18, St James Primary School, alongside the 'Parent Networks' fun fair day. Emergency services will attend as well as various other organizations. BBQ and stalls for the organizations to advertise their services and engage with the residents. Anticipated, large attendance from residence of Lansbury Park. (This was not raised in their report).

The Chair, Cllr Barbara Jones said: we will miss Claire and wish her all the very best (CSO Claire Eyles, shortly to take maternity leave). The Clerk previously distributed copies of the Police Report received from CSO Claire Eyles, i.e. as reproduced:

**"Van Community Council Police Update – 21/06/2018"**

*CSOs assisted with a leaflet drop around Lansbury Park for the recruitment of Railway workers.*

*ARC Rail Training are holding an information session at the Lansbury Regeneration Office on 28<sup>th</sup> June at 11.30.*

*They are keen to recruit from all areas, and are looking to boost employment in the area.*

*See attached poster.*

*A cannabis cultivation was seized from an address in Lansbury Park in May, and a drugs warrant was carried out another address where cannabis and amphetamine were located. Investigations are ongoing to see if residents are linked to the supply of drugs in the area.*

*The Your Voice Priority has been confirmed as Anti-social use of Off road bikes around Rudry Common. John McDonnell is the dedicated Community Support officer who will be overseeing*

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*the subject (this is due to us tying in with a few other wards to tackle this priority) but I will be focusing on the Lansbury Park, Porset Park, Mornington Meadows and Rudry area. We would*

*like residents and members to please report/email any sightings or possible identities to -*

CO141 McDonnell – 07788328901 [john.mcdonnell@gwent.pnn.police.uk](mailto:john.mcdonnell@gwent.pnn.police.uk) or  
CO303 Mey - 07464647476 [sarah.mey@gwent.pnn.police.uk](mailto:sarah.mey@gwent.pnn.police.uk)

*The mini Action day we did on 18<sup>th</sup> May was useful to gather information on where the bikers are coming from. We will be looking to do another one in the next few months but ongoing patrols on the common and various other mountains in the Caerphilly area will continue.*

*The Intergen club on the 23<sup>rd</sup> May was a real success. Both adults and children really enjoyed it. We will continue doing one every half a term with the next being on Wed 27<sup>th</sup> June. If councillors would like to join us for the event on Wednesday, please contact Sarah via email or phone to arrange a place. Spaces are limited due to the child / adult ratio.*

*The Fraud awareness talk by Santander was really enjoyed by all at Cole Court. All residents (and CSOs) found the information very useful. The manager at Santander is keen to do this at other locations / clubs, so if needed for any events or awareness talks, I can pass on his details.”*

CSO Claire Eyes took members through the report and pointed out the problem of cannabis cultivation and the legal issues with the supply of drugs. She was delighted to report that the Head Teacher, St James Primary School, has agreed to host every term the Intergeneration events.

She went on, fraud is a big issue and she referred to the presentation by the bankers Santander, to be repeated. Both CSOs took their leave and Claire said: it was a pleasure to work with you. The Chair thanked them and they took their leave of the meeting.

**To approve the AGM minutes, Council Meeting, 18<sup>th</sup> May, 2018 (appendix 1).**

39/18. The minutes were approved and signed by the Chair with the deletion “Pam Nelder” from “Present” (the name was struck through and initialed by the Chair).

40/18. **Matters arising.**

Minute 9/18 Amendment to Standing Order 2 (appendix 2).

It was noted that the Clerk had inserted all amendments as determined at the AGM of the 18<sup>th</sup> May, 2018, accordingly both the Clerk and the Chair signed the minutes as the approved Standing orders for Council till the 2019 AGM when the Standing Orders will stand down.

CLlr Tony Graham, Vice-Chair, pointed out that OVW has released a set of Standing Orders (Nalc, Model Standing Orders 2018 (Wales) and can these be made available for the 2019 AGM. The Clerk to make available copies of the Nalc Model Standing orders 2018 (Wales).

41/18. **To approve the minutes, Council Meeting (followed the AGM) 18<sup>th</sup> May, 2018 (appendix 3).**

Signed:.....

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Page | 4 42/18. **Matters arising.**

Minute 18/18 Flyer, Cllr Barbara Jones, Chair. Still in progress.

43/18 "By virtue of the Public Bodies (Admission to Meetings) Act, 1960, the press and public are excluded from discussions on the following item(s) on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted." THE CLERK DECLARES HIS INTERESTS IN THE 2 ITEMS AND WILL LEAVE THE MEETING AND THE ROOM. The aforementioned resolution was approved and press/public excluded from the next item of business.

The Clerk with the permission of the Chair left the meeting and the room since he declared a personal interest in the following two items.

i **Minute 20/18 Clerk's barring from St James Primary School, Chair, Cllr Barbara Jones.**

The Clerk returned to the room and the meeting. The Chair, Cllr Barbara Jones, advised the Clerk that she had spoken, today, to Mrs. Nikki Dargie, Head Teacher, St James Primary School, and once all members have completed Safeguarding training that the Clerk can return to the School.

ii **Minute 30/18 Clerks hours and salary review, Vice-Chair, Cllr Tony Graham.**

Moving to Clerk's hours the Chair raised the importance of appraisals, last one in 2012 (minute 35/11), and she stated, it is something council will wish to look at. She went onto say that in the past the Clerk has taken on additional work (willingly) and expressed it in the words: members have left it to the Clerk. In a previous administration the Clerk had been subject to bullying. Further the Chair said: he is a very good Clerk and commented further.

The Clerk provided three copies of the timesheets from the 7<sup>th</sup> August, 2017 to the 25<sup>th</sup> January, 2018 to Cllr Tony Graham, Chair of the Employment Committee to progress the matter of the hours worked above the contracted hours, without payment. (The Clerk has voluntarily kept a record of his workload since October 2011, as good practice and to prove value for money for the salary received). The Clerk inquired of Cllr Tony Graham, Chair, Employment Committee, as to the two outstanding NJC pay awards (National Pay awards, approved by OVW, SLCC, NALC and Unison); April 1<sup>st</sup> 2017 and April 1<sup>st</sup> 2018. The Chair of the Employment Committee, Cllr Tony Graham, Vice-Chair of the Council, replied, the Employment Committee had not reached a formal recommendation.

44/18. **Correspondence.**

The Clerk circulated a list of correspondence received since the last meeting and those with a "✓".

Signed:.....

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Clerk's Specific responsibilities, correspondence:

"6.To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To issue

correspondence as a result of instructions of, or the known policy of the Council."

i	<p>Email, 19-May-2018, CSO Sarah Mey, reply to the Clerk concerning the date of the Engagement day which is planned for Saturday 30<sup>th</sup> June, 2018, at St James Primary School with the 'Parent Networks' fun fair day. Emergency services will attend as well as various other organizations. There will be a BBQ and stalls for the organizations to advertise their services and engage with the residents. We are hoping to have a large attendance from residence of Lansbury Park. Clerk unable to attend due to the outstanding barring by Mrs. Nikki Dargie, Head Teacher. Details entered in the "Police Matters."</p> <p>A discussion ensued, led by, the Vice-Chair, Cllr Tony Graham that Council should have a presence and he would be able to attend from 1.00pm to 3.00pm following a meeting in Cardiff. The discussion moved to giving the public something with the Council logo such as a pen, mug etc., however, it was noted that there was insufficient time to implement it.</p> <p>Members moved to agreement that Council should have a table with members, contact details (Clerk in the process of updating it following certain members providing telephone numbers) and a clip board so that members of the public could raise issues and taken forward. Cllr Barbara Jones, Chair, would also attend for the Council.</p>
ii	√Email, 21-May-2018, Committee Services Officer, CCBC, 0205-18 Master Well-being Plan 2018-2023, Final designed version. Noted.
iii	√Email, Government Wales, Review of Community and Town Councils, 'Pop-in Event.' Noted.
iv	√Email, 28-May-2018, Miss Tammy Nedler, Van Centre, Clerk advised, Council resolved to meet on third Thursday of the month except August and December at 6.00pm. Precept meeting the first week of December, 2018, confirmed. Confirmed for the third Thursday of the month except August and December.
v	Email, 29-May-2018, Cllr Barbara Jones, Chair, Clerk had provided a copy of the notice of casual vacancy to all members, in response query from Chair: "...closing date for the applications." Which is the 15th June, 2018, however, if no applications a further notice after the Council meeting of the 21st June. Noted.
vi	√Email, 31-May-2018, Marie Curie, Marie Curie Blooming Great Tea Party." Noted.
vii	√Letter, 1-June-2018, Trevelyan Court Resident Group, card thanking council for grant and receipt. Clerk to send letter of thanks.
viii	Email, 5-June-2018, OVW, Children Young People and Democracy in Wales event, 20th

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	June, 2018. Noted.
ix	√Email, 5-June-2018, OVW, Consolidation and amendment of the Use Classes Order and the Permitted Development Order. Noted.
x	Email, 5-June-2018, OVW, Inquiry into diversity in local government, looking into public engagement, diverse pool of candidates etc. Noted.
xi	√Email, 7-June-2018, Development officer, OVW, Cllr Barbara Jones Council representative to Area Committees and now included in their database. Noted.
xii	√Email, 7-June-2018, applicant for cooption with CV. The Clerk has added the applications and emails to the Council agenda for the meeting of the 21st June. Noted that the Clerk provided the information to members.
xiii	√Email, 8-June-2018, Mobile Crèche Coordinator, CCBC, summer play-scheme staff, vacancies for staff in the summer play-scheme. Council resolved not to hold Van Sports and Play Club this year and advised officer. Noted.
xiv	Email, 11-June-2018, Cllr Jayne Keable, apologies for council meeting and reason. Noted and reported.
xv	√Email (cc), 11-Jun-2018, Cllr Tony Graham, Vice-Chair, Chairing Skills course by OVW. Clerk previously advised Chair and Vice-Chair. Cllr Graham booked onto the course, scheduled for the 19th of this month. Cllr Tony Graham, Vice-Chair, reported on the course.
xvi	Email, 12-June-2018, OVW, confirming booking for Cllr Tony Graham on the Chairing Skills course, 19th June, at the BTM offices. Noted.
xvii	Email, 12-June-2018, Cllr Tony Graham, application for the Porset Vacancy. Clerk confirmed and on the agenda, 21st June.
xviii	Email, 12-June-2018, OVW, agenda and papers, Area Committee, 121th July, 2018, at BTM offices. Passed information to Council delegate, Cllr Barbara Jones, Chair, to attend.
xix	Email, 13-June-2018, FIS Adviser, Council running Play-scheme this Summer. Clerk replied, no. Noted.
xx	√Email, 13-June-2018, Costley and Partners Solicitors, transfer of land and CCBC should draft document, shortly. Noted, Clerk has the matter in hand.
xxi	Email, 13-June-2018, OVW, amendment to Standing Orders, "Para 21(a) Data Protection – change "shall" to "may". – The Council may appoint a Data Protection Officer." Decision not a appoint DPO, in line with the legislation.
xxii	Email, 14-June-2018, OVW, Innovative Practice Conference, 4th July, 2018, Royal Welsh

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	Showground. Noted.
xxiii	Email, 14-June-2018, CSO Claire Eyles, CSOs Claire Eyles and Sarah Mey confirm attendance, Council meeting, 21st June. Noted that they attended tonight's meeting.
xxiv	Letter, 14-June-2018, Community Health Council, consent to receive information from the Health Council. Clerk advised by letter, yes. Noted.
xxv	√Email, 15-June-2018, OVW, Grants for Remembrance Day Installations. Noted.
xxvi	Email, 18-June-2018, UW Neighbourhood officer, wrong day for Walkabout, Clerk advised, Monday, 25th June, 2018. Noted.
xxvii	Email, 18-June-2018, Cllr Tony Graham, single applicant for casual vacancy. Noted.
xxviii	√Email, 18-June-2018, Independent Remuneration Panel for Wales. Members who have claimed the remuneration, breakdown required in the stated format. This information with Remuneration Panel by 30th September, 2018. Clerk tabled the draft response which was approved.
xxix	Email, 19-June-2018, Corporate Complaints officer, CCBC, date of next Caerphilly Town Centre Management Group yet to be determined but should be shortly. Clerk to advise Cllr Tony Graham, Vice-Chair and Cllr Linda Williams when electronic notification is sent out
xxx	Email, 19-June-2018, OVW, Welsh Government recruiting six finance trainees. Noted.
xxxi	Email, 20-June-2018, Welsh Government, message on behalf of the Independent Review Panel. Noted.
xxxii	Email, 20-June-2018, CSO Claire Eyles, report for Council meeting. Clerk provided copies following receipt of the email.
xxxiii	Email, 20-June-2018, OVW, passing on WG letter and the Revised Code of Practice on Workforce Matters and the annual monitoring exercise. Closing date for return, 7th June 2018. Noted.
xxxiv	√Email, 20-June-2018, Mrs. Sheila Jones, wrote: "I attended a meeting of Lansbury Matters, Everyone Matters this morning. The committee has organized a meeting to be held on 18th July 2018 at Van Community Centre from 10am - 12 noon. Christopher Brimble, architect, Bethan Smith, Environmental Officer and Owen Ashton, Rural Development Plan manager will be in attendance. The purpose of the meeting is to propose an environmental plan for Lansbury Park and surrounding areas. Please could you inform all Community Councillors and invite them to attend?" Clerk inquired with Mrs. Michelle McKenzie-Jones to whom, to advise, who will be attending for the Council.

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	<p>Reply: "...You can either e-mail or Sheila. We are all in close communication right now devising plans to best support the community in a sustainable manner, however, the Centre may not be available for the 18<sup>th</sup> ...Chris Brimble will deliver the proposal on our behalf at the meeting....all members of the community council are invited. I don't think Elaine or Christine can make it. However Barbara is aware of the meeting. I'm addition Jamie Pritchard is attending and Hefin David may be attending."</p> <p>In view of the open invitation to members of Van Community Council to attend the meeting, Cllr Tony Graham, Vice-Chair indicated that he will attend and represent the Council. It was left "on the table" for any further members to advise the Clerk of their attendance for the organizers of the meeting. The Clerk to advise Mrs. Michelle McKenzie-Jones and Mrs. Sheila Jones of member's attendance and the two absent members of the invitation.</p>
xxxv	Email, 20-June-2018, CCBC, residents consultation on the future of sport and active recreation. Noted.
xxxvi	Email, 20-June-2018, Mrs. Michelle McKenzie-Jones, Lansbury Matters and Everyone Matters, meeting to consider the Environmental Plan for Lansbury and surrounding area. See minute xxxv.

45/18. **Planning.**

No planning applications since the last meeting.

46/18. **Reports and local matters.**

Cllr Tony Graham, Vice-Chair, reported his attendance at the OWW "Chairing Skills "course held at the BTM offices on the 19<sup>th</sup> June, 2018. He found the course helpful and he added, it was useful to meet other councilors. A certificate was awarded to Cllr Tony Graham, Vice-Chair.

47/18 **Clerk's Report (appendix 4).**

The Clerk circulated copies of his report and took members through it.

A.	Council's Standing Orders.	<p>Clerk advised the sponsor of the motion:</p> <p><i>"In passing I note that with the change of day from a Friday to a Thursday has ramifications for part of the following Standing Order 2:</i></p> <p><i>"When this conflicts with a Bank Holiday, it is held on the next Friday.</i></p> <p><i>If the Friday fell before a Bank Holiday weekend then to move the meeting to the Thursday before the third Friday.</i></p> <p><i>I have a view on this which may be helpful, the reason we have this provision was that in 2014 the Council meeting for April fell</i></p>
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		<p><i>on Good Friday, 18<sup>th</sup> April (third Friday of the month), a Bank holiday (Cllr Chris Forehead referred the matter to the Interim Head of Legal Services and Monitoring Officer).</i></p> <p><i>The meeting of the 18<sup>th</sup> inst. was cancelled and an Extraordinary meeting was held on Friday, May 2<sup>nd</sup>, 2014, to conduct the business of the meeting of the 18<sup>th</sup> April.</i></p> <p><b><i>What followed was a change in the Standing Orders.</i></b></p> <p><i>Because the day of the Council meetings has been changed to the third Thursday of the Calendar month (except the months of August and December) then I deduce that the following are now redundant:</i></p> <p><i>“When this conflicts with a Bank Holiday, it is held on the next Friday.</i></p> <p><i>If the Friday fell before a Bank Holiday weekend then to move the meeting to the Thursday before the third Friday.”</i></p> <p><i>The only exception would be Christmas and Boxing Day but we don’t meet in the month of December.</i></p> <p><i>If you and Barbara are in agreement with my line of reasoning then I can remove the provision since it is superseded by amendments which is clearly and administrative change to tidy up the Standing orders.</i></p> <p><i>I am sharing this email with Cllr Barbara Jones, Chair.”</i></p> <p>All 31 references to “Chairman” and “Vice-Chairman” have been changed to “Chair” and “Vice-Chair” and the Clerk consulted with the sponsor of the amendments so that member’s decision is reflected in the amended Standing Orders but if any omissions, will be put right.</p> <p>Clerk folds on this matter, prior to his recommendations, but provides a reference on the meaning of Standing Orders for Local Authorities from “The Local Government System,” by Peter G. Richards, 1983. It may be dated but so to in the 1972 Local Government Act, which is the basis of Local Councils:</p> <p><i>“Methods of procedure in Local Government are necessarily more complex, some would say clumsy, than the administrative processes in industry and commerce. Since local authorities spend public money they have a special duty to see that it is properly spent: risks which are commonly taken by private enterprise are less acceptable in public administration. The other difference is that local councils reach decisions after discussion, much of which is held in public, because in a democracy the public have a right to know how public business is being conducted. So that to ensure their affairs are conducted in a regular and orderly manner, local authorities draw up Standing Orders, to regulate their own conduct. These are in addition to</i></p>
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		<p><i>the statutory controls in the law of local government and they must not, of course, transgress statutory provisions.”</i></p> <p><b>Members confirmed the actions of the Clerk but the following recommendation was not progressed:</b></p> <p>Adding to the end of Standing Order 2, by resolution, the following: “...unless the failure was due to some reason approved by the Council before the expiry of that period.”</p>
B.	GDPR Bill; Government amendment, members training.	<p>Advice from OVW: Council may appoint a Data Protection Officer.</p> <p>Members resolved not to appoint a Data Protection officer in line with the legislation (may appoint).</p>
C.	Former Van Terrace Play area land transfer between Van Community Council and Caerphilly C. B. C.	<p>Council’s solicitors are progressing the matter with Caerphilly County Borough Council.</p> <p>The Clerk offered advice and the Chair to check with the Interim Monitoring officer, however, in the event of an interest the Vice-Chair, Cllr Tony Graham would sign the deed with the Clerk/RFO, for Council.</p>
D.	CCBC Project; to understand how people use their landscape and how it is managed.	<p>The following email was reported to Council at the Council meeting of the 18<sup>th</sup> May, 2018 and it is coming back to council for further consideration as to whether council wishes to be involved in the project:</p> <p>Email, 14-May-2018, Mr Sean Rees, Area Regeneration Co-ordinator, CCBC, wrote:</p> <p>“Caerphilly County Borough Council has recently secured funding from the Welsh Government’s Sustainable Management Scheme which is part of the Welsh Government’s Rural Communities – Rural Development Programme 2014-2020 (RDP), which is jointly funded by the European Agricultural Fund for Rural Development and the Welsh Government.</p> <p>The project will work with communities to undertake a series of projects with the aim of improving the way the landscape is managed, by enhancing biodiversity and habitat areas, access to woodland other areas under public ownership and get a better understanding of how people use their local landscape.</p> <p>We would like to know how you currently use the landscape around you; what your views are on the landscape, both positive and negative; and whether you would like to work with us to shape and improve the landscape for the benefit of your community.”</p> <p>It was resolved to leave on the table and revisit after the meeting</p>

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		called by Lansbury Matters and Everyone Matters, July 18 <sup>th</sup> , 2018.
E.	Four raised flower beds at Van Centre.	<p>Clerk, records his appreciation for the support with the project from Mr. and Mrs. Phil and Wendy Bryett.</p> <p>Completed three raised flower beds with flowers and one for herbs and there may be a small amount of expenditure for further compost. Clerk also wishes to thanks Mrs. Pam Nelder for opening up the Centre and Mrs. Cath Grant for making the tea and serving it with biscuits.</p> <p><b>Recommendation:</b> Small amount of funding to purchase compost for the fourth raised flower bed.</p> <p>Clerk’s recommendation to send a letter of thanks Mr. and Mrs. Phil and Wendy Bryett was progressed an expenditure for two bags of compost (estimated at ten pounds £10.00).</p>
F.	Walkabout, 21 <sup>st</sup> May, 2018, Dol yr Eos, Dol Fran, and Porset Brook.	<p>Clerk reports, during the Walkabout, attended by the Environmental Health Officer, UW officer, CSO Sarah Mey, Cllrs Sheila Newbury, Norma Graham, John Leek, and Linda Williams, observed two Morrison’s trollies in Porset Brook near the footbridge. Clerk reported the matter, first hand, to Morrisons at Caerphilly and followed up with letter.</p> <p>It transpired, Morrisons’ do not have an agreement with Trolleywise but following the Clerk’s inquiries with Trolleywise the Regional Supervisor Midlands and South West, Trolleywise agreed to remove the two Morrisons’ Trolleys in the Porset Brook by the footbridge. Clerk suggested to Morrisons’ that they enter into an agreement with Trolleywise since it is a reoccurring issue.</p> <p>Clerk reports that they have been removed but further items in the Brook i.e. children pushchair.</p> <p>To a more serious matter, swastika spray painted on the blue litter bin, rear of Dol yr Eos and near the Porset footbridge (fourteen inches high). Clerk photographed it and reported the incident to Gwent Police and they have made inquiries. It is classed as nuisance with a hate element. The Neighbourhood officer, UW, has been informed with photographic evidence, but no response from her. The Clerk offered to remove the swastika with anti-graffiti spray but Cllr Barbara Jones, Chair, would refer to CCBC for removal.</p>

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G	Town and Community Councils Liaison Committee, 13 <sup>th</sup> June, 2018.	<p>Clerk attended the Liaison meeting hosted by Nelson Community Council and the following matters were raised in discussion: Public Health Wales Bill – consultation nearing completion and councils must work with WAG’s advice.</p> <p>WW1 commemorations – nothing planned by CCBC.</p> <p>Items to go forward to the Liaison Sub-committee:</p> <p>Pwllpant roundabout. Public Health Wales Bill. Parking Enforcement. Leisure Strategy.</p> <p>Member’s noted.</p>
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48/18. **Finance.**

- i. To consider payment of creditors (appendix 5).

The list of credits was considered and the bills and invoices outlined be paid and cheques signed accordingly (A-E).

A.	100357	Van Community Centre, room hire fees from 15 <sup>th</sup> September, 2017 to 23 <sup>rd</sup> March, 2018 (inclusive Soup/Carols and Easter event).	<b>230.00</b>
B.	100358	The Welsh Air Ambulance Charitable Trust, grant.	<b>400.00</b>
C.	100359	HMRC, tax due for Clerk’s salary, months 1, 2, and 3, tax year, 2018/19.	<b>503.78</b>
D.	100360	Mr Phil Bryett, replanting (compost, growmore, and slug pellets) the four raised flower beds at the Van Centre.	<b>47.98</b>
E.	100361	John Dilworth, Clerk’s net salary (less deductions and the rate payable for the 1 <sup>st</sup> April, 2016, as the first part of a two year pay agreement), 2018/19, month 3.	<b>627.00</b>
F.	100362	John Dilworth, expenses.	
		Postage	8.04
		Photocopying	31.14
		Ink jet cartridge	28.00
		Stationary	
		Post Office Phone Card	
		Mileage (see breakdown)	80.97
		<b>Total claimed.</b>	<b>148.15</b>
i	10-May-2018	Travelled to 14, Glas, Fryn, Penpedairheol, to collect accounts and supporting papers for the Internal Independent Audit (38 miles). (Successful audit).	17.10
ii	14-May-2018	Travelled to Trustmark, Talbot Green, and return, copying (2.5 miles).	1.11
iii	14-May-2018	Travelled to Van and return, delivered agenda and papers 26 + 7 miles.	14.85

Signed:.....

19<sup>th</sup> July, 2018

**Clerk’s advice: Longfield Parish Council v Wright (1918), item not on the agenda. Council may discuss but may not make a decision.**

iii	18-May-2018	Travelled to Van and return, council meeting (26 miles).	11.70
v	21-May-2018	Travelled to Van and return, Walkabout, Dol yr Eoes (26 miles).	11.70
vi	22-May-2018	Travelled to Costley Solicitors, Caerphilly Town and return, present ID for land transaction (26 miles).	11.70
vii	25-May-2018	Travelled to Van and return, notice of casual vacancy (26 miles).	11.70
viii	1-Jun-2018	Travelled to Trustmark, Talbot Green, and return, purchased HP301 cartridge (2.46 miles).	1.11

ii. **Accounts, 2018/19 (bank rec. 1<sup>st</sup> June, 2018, and year end (appendix 6a, 6b, and 6c).**

Accounts (appendix 6a, 6b, and 6c) noted and confirmed

iii. **Grant applications (2)**, both applicants have completed the Council's grant form and provided bank statements.

**(1) St James Primary School PFA**, applying for five hundred pounds (£500) towards the cost of a mud kitchen for the School's foundation phase children, see advice from the South Wales Development officer, OVW, i.e. as reproduced:

*"...Community and Town Councils are unable to contribute towards the maintenance or revenue costs of a school but given that this request is from the PTA who I understand are raising funds for an additional educational resource ie a Mud Kitchen you could consider whether Section 137 is appropriate ie activities for which the Council has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure and subject to the usual Section 137 limits."*

Cllrs Barbara Jones, Chair, and Tony Graham, Vice-Chair, declared personal interests and took the following action; left the meeting and room.

Cllr Sheila Newbury was elected Chair, for this item only, since both the Chair and Vice-Chair had left the meeting and room.

It was **resolved**, to grant £500.00 to the St James Primary School PFA having considered the grant request. Council considered that it is in the interests of, and will bring direct benefit to, their area or a part of it and receipts will be required.

There being no other powers to incur this expenditure the Council approved the request under the Local Government, Section 137 with the following condition: Council be mentioned in any promotional material and social media (Facebook or Twitter).

Cllrs Barbara Jones, Chair, and Tony Graham, returned and Cllr Jones, Chair, progressed to the Chair

**(2) Van community Centre**, applying for four hundred pounds (£400) for; decorating the

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Centre (paint, trays and rollers), also movie afternoon license for the children.

Cllr Pam Nelder declared a personal interest as Chair of the Centre Management Committee and took the following action; answered queries, then left the meeting and room.

It was **resolved**, to grant £400.00 to the Van Community Centre having considered the grant request. Council considered that it is in the interests of, and will bring direct benefit to, their area or a part of it.

There being no other powers to incur this expenditure the Council approved the request under the Local Government, Section 137 with the following condition: Council be mentioned in any promotional material and social media (Facebook or Twitter).

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49/18. **Good youth and citizens awards (remain as an agenda item).**

No nominations were received and remain on the agenda.

50/19. **Following Notice of Vacancy in the Porset Ward and if appropriate to consider applications for cooption to fill the vacancy if an election has not been called and Miss Sheila Jones has expressed an interest (appendix 7).**

Councillors gave careful consideration to the application and the skills and tools required to carry out the role of Community Councillor for the Porset vacancy and further considered that Mrs. Sheila Jones met those requirements as listed in her application. Accordingly, it was unanimously **resolved** to coopt Mrs. Sheila Jones to fill the vacancy and the Clerk to take the necessary action to endorse the decision.

51/18. **Carnival, Cllr John Leek.**

In the absence of the motion proposer it was **resolved** to adopt the motion for further discussion at a future meeting of the Council.

52/18. **Items for the next agenda.**

Safeguarding presentation, Flying Start officer.  
Flyer.

Meeting closed at 8.54pm.

Signed:.....

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